


**DOCHROC**  
**Office of Workforce Development and Performance Management**  
**Fourth Quarter Training Calendar**

~ July 2012 ~				
Mon	Tue	Wed	Thu	Fri
2	3	4 FEDERAL HOLIDAY 	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25 <u>Documenting Performance Accomplishments (End of Year)</u> (10:00am to 12:00pm) Room: H7855 Audience: All Employees	26	27
30	31			

**DOCHROC**  
**Office of Workforce Development and Performance Management**  
**Fourth Quarter Training Calendar**

~ August 2012 ~				
Mon	Tue	Wed	Thu	Fri
		<b>1</b> <a href="#">Developing SMART Performance Standards (End of Year)</a> (10:00am to 12:00pm) Room: H7855 Audience: All Employees	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b>	<b>8</b> <a href="#">Conducting 5 Level Performance Appraisals</a> (10:00am to 12:00pm) Room: H7855 Audience: 5 Level Employees	<b>9</b>	<b>10</b>
<b>13</b>	<b>14</b> <a href="#">Intermediate Excel 2007</a> (9:00am to 4:00pm) Room: H6872 Audience: All Employees	<b>15</b> <a href="#">Conducting CAPS Performance Appraisals</a> (10:00am to 12:00pm) Room: H7855 Audience: CAPS Employees	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b> <a href="#">Advanced Excel 2007</a> (9:00am to 4:00pm) Room: H6872 Audience: All Employees	<b>29</b>	<b>30</b>	<b>31</b>

**DOCHROC**  
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**Fourth Quarter Training Calendar**

~ September 2012 ~				
Mon	Tue	Wed	Thu	Fri
<b>3</b> FEDERAL HOLIDAY 	<b>4</b>	<b>5</b> <a href="#">Developing SMART Performance Standards</a> <u>(End of Year)</u> (10:00am to 12:00pm) Room: H7855 Audience: All Employees	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b> <a href="#">Intermediate Microsoft Project 2007</a> (9:00am to 4:00pm) Room:H6872 Audience: All Employees	<b>12</b> <a href="#">Conducting 5 Level Performance Appraisals</a> (10:00am to 12:00pm) Room: H7855 Audience: 5 Level Employees	<b>13</b>	<b>14</b>
<b>17</b>	<b>18</b>	<b>19</b> <a href="#">Conducting CAPS Performance Appraisals</a> (10:00am to 12:00pm) Room: H7855 Audience: CAPS Employees	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>